

Manager's Assessment**Accomplishments Review**

For each accomplishment listed by the employee in the Self-Assessment, and for any additional ones not identified by the employee, provide written feedback regarding the accomplishment, including comments on quality of work, timeliness and budget vs. actual cost.

Do not make changes to the employee's Self-Assessment document. Use the Manager's Assessment to clarify, supplement or challenge the Self-Assessment, if necessary.

Management Skills Review

Overall Performance Rating includes both "what" gets done and "how" to work with and through others to get it done. Provide skill-specific feedback by rating each of the sixteen individual Management Skills. Assign an overall rating for each of the four major Management Skill categories.

EE TASK MANAGEMENT - Defining work activities, providing the task structure necessary for results.

EE Informing - Assuring a consistent, timely flow of information to team members.

EE Efficiency - Using time and resources efficiently on priorities; staying goal oriented and structuring work productively.

EE Planning - Organizing the work and setting priorities so that everyone knows what to do.

ME Problem Solving - Assessing problems and finding solutions.

EE TEAM DEVELOPMENT - Providing people with the motivation and supportive social climate required for long-term high levels of performance and satisfaction.

ME Performance Feedback - Giving useful, informal feedback to team members to let them know how they are doing.

EE Relationship Skills - Creating warm and friendly relationships around work.

EE Staff Development - Training team members, improving their skills, and addressing their career development needs.

EE Team Motivation - Making it rewarding to work hard; mobilizing and inspiring others to be very productive.

EE BUSINESS VALUES - Implementing broad strategic choices that managers make in the values and business operations they promote.

EE Quality Improvement - Emphasizing high quality and taking action to improve it.

EE Customer Focus - Staying in tune with customers' expectations about quality and service; seeking input from customers.

ME Promoting Innovation - Showing foresight and encouraging new ideas; helping others see new possibilities.

ME LEADERSHIP - Demonstrating the personal skills which enhance a manager's ability to motivate and direct the action of others.

EE Accountability - Personally exemplifying responsible and honest behavior; practicing what is preached, "walking the talk."

ME Empowerment - Pushing decision-making authority/responsibility downward; giving team members "ownership" of their work.

ME Influence - Persuading others; expressing ideas in ways which lead others to share your perspective and agree.

EE Mission Skills - Creating a compelling picture of the organization's values and purpose.

ME Networking - Cultivating useful contacts with a broad range of people in a variety of strategic positions.

Proposed Goals Review

Review the employee's Proposed Goals and draft any amendments, additions or changes.

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Overall Rating

☐ **ROLE MODEL (RM)**

Reserved for the few individuals who demonstrate exceptional accomplishments in all areas of responsibility; show dynamic leadership within and beyond the scope of their assignment and add value by going beyond job expectations.

☒ **EXCEEDS EXPECTATIONS (EE)**

Quantity and quality of output regularly exceeds expectations. Adds value by advancing Hyatt culture and business objectives.

☐ **MEETS EXPECTATIONS (ME)**

Meets the performance expectations of the position; performs in a reliable and professional manner.

☐ **IMPROVEMENT NEEDED (IN)**

Meets job requirements in some, but not all, areas of responsibility. Further development and improvement is necessary to meet all job expectations.

☐ **MARGINAL (M)**

Performance noticeably below job requirements, even with close supervision. Inconsistent in completing many assignments. Must significantly improve in reasonable period to remain in position.

Approval Process

The recommended performance rating, merit increase and goal priorities have been discussed and approved by the manager's supervisor.

Manager Signature: [Signature]

Next Level Signature: _____

Employee Acknowledgment

I have read, discussed and understand the performance review and goals. I understand I may attach additional comments if I wish to do so.

Employee Signature: [Signature]

Date: 3/20/96

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